**TREASURER’S**

**OVERVIEW**

Use this checklist throughout the year to double check the financial management practices of your PTA.

* Turn over meeting held with outgoing Treasurer. Date:
* Signature cards on file with the bank. Date:
* Budget Committee formed. Date:
* Proposed budget presented to Board for consideration. Date:
* Proposed budget presented to General Membership & approved. Date:
* Budget Approval Form and budget submitted to LAPTA. Date:
* Gather documentation for the Active Affiliation Report due by October 28, 2022. Date Submitted:
* Budget amendments approved by General Membership on: Date:
* Date: Date: Date:
* Bookkeeping method is . Any login passwords and accounts are .
* Expense and Deposit Forms copied and distributed to Board of Directors.
* Treasurer and President develop a workable reimbursement system. Emphasize that only budget approved expenses will be reimbursed and only with receipts/invoices attached. Date shared with Board:
* Enter and file Expense and Deposit Forms on an ongoing basis.
* Bank statement is opened and signed by someone who is not an authorized signer on the bank account. Treasurer and President review bank statements and financial status monthly.
* Activity and Budget Comparison Reports given at all Board of Director and General Membership meetings. List the date and type of meeting.
* Books closed and annual report prepared. Date:
* Audit Committee chosen for past school year. Date:

Auditors:

Auditors:

Auditors:



